



AMERICA'S UNIONS

**SENIOR OFFICE ADMINISTRATOR  
POLITICAL, ELECTORAL AND ISSUES MOBILIZATION  
WASHINGTON, D. C. [HEADQUARTERS]**

*This position reports to the Director and senior managers of the Political, Electoral and Issues Mobilization Hub.*

**Responsibilities**

- Provide all administrative support for the Director and senior managers, as needed.
- Develop, coordinate, oversee and assess systems and operations, including but not limited to, record-keeping, internal and external communications, meetings, reporting, travel and expenses and other areas as assigned;
- Support the coordination of workflow including resolution of questions and concerns, adherence to policies and procedures, and the development of communication and reporting systems;
- Schedule and coordinate all activities, travel and speaking engagements for the Director and senior managers, as needed.
- Maintain calendar and schedule for Director and senior managers as assigned.
- Coordinate meetings and special events/projects.
- Continuing upkeep, coordination and on-site management when applicable for upcoming events.
- Maintain national calendar of key state federation and central labor council events including conventions, endorsement meetings, actions, forums including the development and maintenance of monthly activity reports;
- Primarily responsible for all political presentation development execution with quick turnaround time and adherence to strict deadlines.
- Act as liaison with other department staff, AFL-CIO staff and affiliates, including Executive Offices of the AFL-CIO.
- Advanced ability to create creative visual reports through use of pivot tables, pie charts and knowledge of the full Microsoft Excel suite.
- Exercise political judgment with both internal and external contacts.
- Process expense statements and travel authorizations consistent with policy and in a timely manner.
- Screen, manage and prioritize visitors, calls and mail.
- Provides support for Political and Electoral & Issues Mobilization hub projects as needed, including preparing routine reports.
- Maintain and organize all project & program files.
- Conduct meeting/conference planning, scheduling and execution including creation of presentation materials for political directors and other affiliate meetings.
- Utilize the Internet as a basic research tool for information gathering.
- Independently prepare responses to inquiries and other correspondence, pro-actively gather information for decision-making and advance programmatic work through follow-up and outreach.
- Review incoming correspondence and materials; independently prepare responses to inquiries and other correspondence; proofreading, reformatting and editing of correspondence.
- Understand, and be able to communicate, the function of the AFL-CIO to both the internal and external audiences.
- Independently respond to correspondence and prepare reports/memos and spreadsheets.

- Compose, format and edit routine correspondence, memoranda, reports and other materials.
- Other duties as assigned.

### **Qualifications**

- Demonstrated ability to exercise good political judgment;
- Excellent verbal, written and analytical skills;
- Positive attitude and excellent communication and interpersonal skills;
- Professional, courteous and tactful;
- Demonstrated proficiency of Windows XP, Microsoft Word, Microsoft Excel, Power Point, Microsoft Access and Google;
- Excellent proof-reading ability;
- Demonstrated strong writing skills related to correspondence;
- Demonstrated experience coordinating multiple schedules;
- Experience with or the ability to learn webinar and smartsheet time management software.
- Demonstrated ability to prioritize and manage multiple assignments and meet competing deadlines;
- Ability to lead staff and to work well within a team;
- Ability/willingness to work with many people and juggle many projects;
- Experience with utilizing and navigating the internet for information finding;
- Demonstrated ability to work well independently and to make independent decisions;
- Demonstrated work performance as a self-starter and detail oriented;
- Excellent organizational skills;
- Demonstrated ability to work well in a high pressure environment and meeting unpredictable deadlines;
- Excellent problem solving skills and experience identifying problems and finding potential solutions;
- Experience with the labor movement preferred, but not required.
- Ability to work long and extended hours.

Starting Annual Salary is \$70,267.61

**Required Tests Include:  
Spreadsheet (Excel), Intermediate Excel, Database (Access), Clerical, Typing and Judgment  
Hours: 9:00 AM – 5:00 PM**

**Apply here: <http://aflcio.hirecentric.com/jobs/>**

***Equal Opportunity Employer***